

SOCIAL SECURITY NO.	Form <b>W-4</b> Department of the Treasury Internal Revenue Service <b>EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE</b> This certificate is for income tax withholding purposes only. It will remain in effect until you change it.		
EMPLOYEE NAME			
HOME ADDRESS	CITY	STATE	ZIP
MARITAL STATUS: <input type="radio"/> SINGLE <input type="radio"/> MARRIED <input type="radio"/> MARRIED, BUT WITHHOLD AT HIGHER SINGLE RATE.		<i>NOTE: IF MARRIED, BUT LEGALLY SEPARATED, OR SPOUSE IS A NONRESIDENT ALIEN, CHECK THE SINGLE BLOCK.</i>  If your last name differs from that on your social security card, check here and call 1-800-772-1213 for more information. <input type="checkbox"/>	
Total number of allowances you are claiming .....			
Additional amount, if any, you want deducted from each pay ..... \$ .....			
I claim exemption from withholding and I certify that I meet BOTH of the following conditions for exemption: <ul style="list-style-type: none"> <li>Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND</li> <li>This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.</li> </ul>			
If you meet both of the above conditions, enter the year effective and "EXEMPT" here ..... > <span style="border: 1px solid black; padding: 2px 20px;">year</span>			
Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or that I am entitled to claim exempt status.			
Employee's signature & date >			<div style="border: 1px solid black; padding: 2px;">EIN (payroll use)</div>
<b>RETURN TO PAYROLL H3-18</b>		<b>SENSITIVE DATA</b>	

**Instructions for completing the Form W-4 Card and/or additional cards may be obtained by contacting Payroll.**